

National Board for Certification in Occupational Therapy, Inc. (NBCOT, Inc.)

**DANTES Test
Centers'
Authorization**

The National Board for Certification in Occupational Therapy, Inc. (NBCOT, Inc.) authorizes military installations with DANTES test centers to administer the NBCOT, Inc. certification examination.

Background

NBCOT, Inc. is a not-for-profit credentialing agency that provides certification for the occupational therapy profession.

NBCOT, Inc. serves the public interest by developing, administering, and continually reviewing a certification process that reflects current standards of competent practice in occupational therapy.

NBCOT, Inc. also work with state regulatory authorities, providing information on credentials, disciplinary actions, and regulatory and certification renewal issues.

Address

NBCOT, Inc.
Eugene B. Casey Bldg.
800 South Frederick Ave.
Gaithersburg, MD. 20877-4150

Phone: (301) 990-7979

Fax: (301) 869-8492

Website: <http://www.nbcot.org>

Description

Examination Description

NBCOT, Inc.'s certification exams are four hours long and consist of 200 multiple-choice items.

Each test administration is designed to fairly assess the knowledge and skills required for entry-level practice, but the overall level of difficulty will fluctuate slightly among administrations. Through a process known as equating, the passing score for each form is statistically adjusted to compensate for these minor fluctuations.

In addition to equating, other statistical procedures convert raw scores to "scaled scores" which are equivalent for all administrations of the exam. The scaled score is not a "number correct" or "percent correct" score. The results will be reported as a scaled score, on a scale ranging from 300 to 600 points. The passing scaled score for all NBCOT, Inc. exams is 450.

Eligibility Requirements

NBCOT Eligibility for Requirements for U.S. Graduates

To become certified as an Occupational Therapist Registered OTR® or Certified Occupational Therapy Assistant COTA®, the candidate must successfully complete the appropriate level of occupational therapy fieldwork required or arranged by the education program.

Have the appropriate degree/certificate in occupational therapy/occupational therapy assistant or be "cleared for graduation," pass the appropriate level NBCOT, Inc. occupational therapy certification exam, and file an official final transcript or notarized NBCOT, Inc. Academic Credential Verification Form (ACVF).

NOTE: Candidates must have been awarded the degree/certificate or be cleared for graduation on or before the postmark deadline for submission of the transcript or the ACVF.

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Eligibility Requirements, Continued

Eligibility for Internationally Educated Therapists

Internationally educated candidates are pre-screened by NBCOT, Inc. in order to be approved to take the certification examination for OTR ®. The eligibility requirements is included in the International Pre-Screening Packet that may be obtained from NBCOT, Inc.'s International Department.

NOTE: If an internationally educated candidate submits an examination application without NBCOT, Inc.'s approval, the application will be rejected and the candidate will forfeit part of the examination fee.

Eligibility for “Licensure Only” Candidates

The “Licensure Only” candidate directed by a regulatory entity to take the examination for state regulation purposes only, must be pre-approved to take the examination by that regulatory entity.

The candidate must contact the regulatory entity for approval to examine and upon approval, NBCOT, Inc. will provide the examination application materials.

NOTE: If a licensure only candidate submits an examination application without NBCOT, Inc.'s approval, the application will be rejected and the candidate will forfeit part of the examination fee.

Application Processing

Processing Request

All correspondence and requests for information concerning examination application processing (e.g., receipt of examination application and fees, receipt of transcript/ACVF, confirmation of examination eligibility letter) should be directed to:

**Professional Examination Service (PES)
NBCOT, Inc. Testing Office
475 Riverside Drive, 6th Floor
New York, NY 10115-0089**

**Phone: (212) 367-4389
Fax: (212) 367-4343**

For on-line application assistance, call (877) 314-0786.

Handbook

NBCOT, Inc. Candidate Handbook

The handbook provides important information about the NBCOT, Inc. certification examinations and the examination application process.

It provides instructions that begin with the submission of the examination application and goes through the mailing of the examination score report.

When the candidate signs his or her application, he or she attests to having read and understanding the Candidate Handbook.

Fieldwork Verification

Fieldwork Verification

Candidates graduating from programs that award the degree before the required fieldwork is completed need to have the successful completion of fieldwork verified to NBCOT by the occupational therapy program director.

Special Testing Accommodations

Americans with Disabilities

In compliance with the Americans with Disabilities Act (ADA), NBCOT, Inc. makes special testing arrangements for candidates with professionally diagnosed “disabilities.”

Administration

Military Administration

DANTES TEST CENTERS MAY ADMINISTER THE NBCOT, INC. CERTIFICATION EXAMINATION OVERSEAS TO ELIGIBLE ACTIVE DUTY MILITARY AND RESERVE COMPONENT PERSONNEL ON AN UNFUNDED (EXAMINEE PAYS) BASIS UNLESS EXISTING MILITARY REGULATIONS PROVIDE OTHERWISE.

Continued on next page

Administration, Continued

Civilian Administration

DANTES test centers may administer the NBCOT, Inc. certification examination overseas to the following civilians on an **UNFUNDED (EXAMINEE PAYS) AND SPACE-AVAILABLE BASIS** according to local command policy and Service regulations:

- Retired military personnel
 - Military family members
 - Veterans, and
 - U.S. federal employees
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Certification Fees

Fees

NBCOT, Inc. accepts fees by credit card (i.e., MasterCard or Visa) by completing the information requested on the scantron form or on the online form.

NBCOT, INC does not accept personal checks and vouchers. Make the payment payable to PES, not NBCOT, Inc. and send it with the application to PES, not NBCOT, Inc. See page III-31-3 for address.

NBCOT, Inc. Examination	Fees
Application Fee	\$395
Jurisdiction/State Reporting Fee (with application; optional)	\$10 per state
Jurisdiction/State Reporting Fee (after submitting application)	\$20 per state
Practice Examination Fee (Optional)	\$120
All of the following fees are nonrefundable:	
Confirmation of Exam Registration & Eligibility to Examinee Notice (optional)	\$40
Application Resubmission Fee	\$30
Expedited Score Report Mailing – Overnight Mail (optional)	\$20

Supplies

Supplies in the Testing Room

Candidates may **NOT** bring the following into the testing room:

- Handbags, dictionaries (paper or electronic), books, calculators, calculator watch, electronic organizer, highlighter, food or drink of any kind, or a medical device (unless approved in advance), cell/wireless phone, pager, personal data device (e.g., “palm pilot”), backpack, camera, recording device (video or audio), candidate-supplied headphones, or any other electronic device, large bag, briefcase, scratch paper, ruler, guides, pillows, cushions, or amplifier (unless approved in advance).
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Examination Challenges

Examination Challenges, Complaints, and Appeals

The candidate may challenge the content of specific test items or file a complaint regarding the administration of the exam by sending a letter describing the basis for the content challenge or administrative complaint and including pertinent information.

Practice Examination

COTA/OTR Practice Exams

NBCOT, Inc. offers optional COTA/OTR computer delivered practice examinations administered at Prometric Test Centers (PTC) at North America test sites only.

Rescheduling

Rescheduling

Instructions for changing a test center or rescheduling a testing appointment is provided in the Authorization to Test (ATT) letter.

Refunds

Refunds, Withdrawals, and Absences

Any candidate eligible or approved for a refund of the examination application fee (\$395) will receive a partial refund up to \$215. No full refund of the examination application fee or the practice examination fee is provided to any candidate.

This applies to any candidate including those who voluntarily withdraw the application, those who are ineligible to examine, or those who have personal, family, or medical emergencies.

Any candidate eligible for a refund of the practice examination fee (\$120) will receive a partial refund of \$49.

Certification Maintenance

Certification Maintenance and Renewal

NBCOT, Inc. certificates are issued for a period of five years. At the conclusion of the five-year initial certification period, the candidate will be subject to the provisions of NBCOT, Inc.'s certification renewal program which establishes procedures for renewal of the NBCOT, Inc. certification.

NBCOT, Inc. will provide a certification renewal application at that time.

Security

Test Loss or Compromise

Refer to Part I of the *DANTES Examination program Handbook (DEPH)* for complete instructions if there is an NBCOT, Inc. test loss or compromise.

Contact DANTES immediately and refer to specific Service regulations for complete procedures. DANTES address is:

**DANTES
CODE 20F
6490 SAUFLEY FIELD ROAD
PENSACOLA, FL 32509-5243**

**Phone: (850) 452-1360
DSN: 922-1360
Fax: (850) 452-1161**

Web Pages and E-mail Addresses

DANTES Web Address

Access the DANTES web pages at <http://www.dantes.doded.mil>.

NBCOT, Inc. Web Address

Access the NBCOT, Inc. website at www.nbcot.org.

DANTES E-mail Address

The DANTES Certification Program E-mail address is certprog@voled.doded.mil.
